

LESSON 17: Changing a Privilege Endorsement as a Level 1 Reviewer

Background: During the Level 1 review of an e-application, the Reviewer has the capability to enter an endorsement for a privilege item that differs from that which the provider requested. When this occurs, the e-application will automatically be returned to the CC/MSSP/CM, instead of being advanced to the next level of review.



Objective: To practice the endorsement of a privilege item that differs from that which the Provider requested.

Exercise:

Step 1: Log on to CCQAS as the Level 1 Reviewer who was assigned to review the e-application in Lesson 16: _____.

Step 2: Double-click on the “Task = *Application Ready for Review*.” The application will open, displaying the “Privileges” tab.

Step 3: Endorse each requested privilege item by selecting a value from the pick list under the “Level 1” column header. Identify the new privilege that the Provider is requesting as a result of completing a continuing education course. Select a privilege level that is different from that which the provider requested. The “Reviewer Comment” screen will be returned. A comment supporting the change is required. Enter a comment and click <Save>.

Step 4: Click on the empty note icon () for the changed privilege item and enter the comment, “*Training course is not sufficient for competency*.” Once a note is added, a filled note icon () will display.

Step 5: After all endorsements have been entered, click <Recommend with Modification>. The “Reviewer Recommendation” screen will be returned.

Note: The <Recommend> option is no longer active if the Reviewer has entered one or more privilege endorsements that differ from that which the Provider requested.

Step 6: On the “Reviewer Recommendation” screen, enter text in the **Comments** box and click <Submit>. A warning message will be returned. Click <OK>. The work list will be refreshed and no open tasks will be displayed.

Step 7: Log off of CCQAS by clicking <Logoff> in the upper right corner of the screen.

END OF LESSON

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